Student Handbook

2021-2022

For updates to the 2021-2022 Student Handbook, please check the ASU-Mountain Home Website: http://www.asumh.edu.

To access the Student Handbook Website:

1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6100
Fax: (870) 508-6287
www.asumh.edu

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ASUMH VISION

Creating Opportunities—Changing Lives

ASUMH MISSION

It is the mission of ASUMH to L.E.A.D. through educational opportunities. Lifelong Learning, Enhanced Quality of Life, Academic Accessibility, and Diverse Experiences.

STUDENT AFFAIRS MISSION

In support of the ASUMH vision and mission, and in partnership with all campus departments, ASUMH Student Affairs provides support and services for students, enabling them to gain access to opportunities and to succeed in their educational, social, career, and personal goals.

STUDENT RESPONSIBILITY STATEMENT

Students enrolled at ASUMH are expected to study this handbook carefully and to become familiar with all policies, procedures, and regulations of the university. Knowledge of the information contained in the handbook is the responsibility of each student.

The provisions of this handbook are subject to change at any time and should be considered for informational purposes. This handbook does not constitute a contract between the university and the student.

DIVERSITY STATEMENT

It is the intent of ASUMH that students from diverse backgrounds and perspectives be well-served by this institution and that the diversity which students bring to this campus be viewed and used as both a resource and a strength. It is also the intent to provide an inclusive environment that is respectful of diversity, whether it is gender, race, socioeconomic status, culture, linguistic background, religion, gender identity, ethnicity, age, physical ability, sexual orientation, political affiliation, marital status, or veteran status, perspective or any other such characteristics.

It is the vision of Arkansas State University - Mountain Home to be an inspirational and educational environment, a catalyst for awareness, and a pinnacle of respect for all forms of diversity.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

ASUMH is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASUMH are accessible to the disabled.

ASUMH is committed to offering all students, employees, applicants for employment, and other interested parties the rights and protections afforded them by federal and state laws.

Students, faculty, staff, and other interested persons who have inquiries regarding ASUMH's efforts to comply with its responsibilities under these laws should contact either of the following:

Director of Human Resources
Arkansas State University – Mountain Home
Vada Sheid Community Development Center
1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6200
Fax: (870) 424-4070

Associate Vice Chancellor Student Affairs
Arkansas State University – Mountain Home
Roller Hall R308
1600 South College
Mountain Home, AR 72653
Phone: (870) 508-6107
Fax: (870) 508-6287

STUDENT RECORDS AND CONFIDENTIALITY (FERPA)

1. Purpose

Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA).

2. Definitions

Arkansas State University. Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.

Student. Student means an individual who attends or has attended classes at ASU. This policy does not apply to the records of applicants for admission who are not accepted to ASU nor does it apply to applicants who are accepted but choose not to attend ASU.

Education Record. Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by ASU or a person acting for ASU.

Directory Information. Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

3. Arkansas State University Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. Arkansas State University will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

4. Process

A. Disclosure of Education Records

I. Disclosure with Student Consent. A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.

II. Disclosure without Student Consent. ASU may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU has contracted for special tasks (e.g., National Student Clearinghouse), and university committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials of ASU are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.

B. Disclosure of Directory Information

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for non-disclosure of directory information form to the Office of the Registrar. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information non-disclosure in writing at any time. Proper proof of identity may be required by the Registrar's office before the directory information non-disclosure is retracted.

C. Inspection, Review, and Correction of Education Records

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

D. Ownership of Education Records

Education records are the property of ASU. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

Students who believe that their records contain inaccurate, incorrect, or misleading information or that their privacy rights have been violated may discuss their problems informally with the Office of the Registrar. If the decisions made are in agreement with the student's requests, the appropriate records will be amended. If not, the student has the right to file a formal complaint with the Associate Vice Chancellor of Student Affairs on the ASUMH campus. For more information on student rights under the Act, contact FERPA on the Internet at the following Web address: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

POLICIES AND PROCEDURES

ALCOHOL POLICY

ASUMH seeks to maintain an educational and working environment free from the influence of alcohol.

The unlawful manufacturing, distributing, dispensing, possessing or using of alcoholic beverages on any property owned or maintained by Arkansas State University – Mountain Home or as a part of university activity is strictly prohibited. Possession of any alcoholic beverages in educational facilities or recreational facilities is prohibited unless specifically authorized by the Chancellor for special events only and confirmed by written agreement setting out the terms controlling the use of university property for the special event. Under no circumstance shall any student or student group be authorized to possess alcoholic beverages in any educational facility or recreational facility. The sole exception to student possession of alcohol as set out above shall be for students of lawful age who attend a special event authorized by the Chancellor. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free WorkplaceAct.

Students who violate this policy are subject to appropriate disciplinary action, up to and including dismissal. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

ATTENDANCE REQUIREMENTS

Regular attendance is essential in a college-level course. Instructors monitor attendance in seated classes by checking roll and completion of coursework. Online class attendance is based on participation in the class as evidenced by students turning in assignments, participating in discussion boards, or corresponding via email. Excessive absences may be penalized, including failure of the course, at the discretion of the instructor. Make-up work is at the discretion of the instructor.

Students should follow the appropriate withdrawal process through the Office of Admissions. Failure to attend class does not constitute an official withdrawal. Students should be aware that non-attendance could affect financial aid resulting in loss of financial aid eligibility and possible repayment of funds awarded.

When an absence is unavoidable, students should always notify instructors. In some cases the instructor may notify the Registrar's Office requesting an administrative withdrawal after an excessive number of absences. Students who do not attend class the first 10 days of the semester will be administratively withdrawn.

Students should always check with the instructor or the course syllabus regarding the number of absences allowed and requirements for late or missed assignments. Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, illness, emergency, or religious observances.

COMPUTER RESOURCES AND REGULATIONS

Information Technology resources are provided to support the academic, research, service, and campus life components of ASUMH. These resources are for the sole use of ASUMH students, faculty, staff and other authorized users to accomplish the mission of the university.

Rights and Responsibilities

Arkansas State University – Mountain Home expects that users of campus computing and network facilities will respect the rights of other users as well as the integrity of the systems and related physical resources. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws. Because Arkansas State University – Mountain Home is a state agency, all information stored within or transmitted through systems and/or networks is considered public record and subject to disclosure under the Arkansas Freedom of Information Act unless exempt under the law.

Users do not own accounts on university computers, but are granted the privilege of exclusive use. The Electronic Communications Privacy Act authorizes system administrators and other university employees to access user data, activity, and information. By utilizing ASUMH computing and network resources, students give consent to accessing and monitoring by system administrators of any electronic communications, including stored and transmitted information, in order to enforce the ASU System Appropriate Use Policy or to protect the integrity of computer systems or the rights or property of the university. System administrators may examine or make copies of information and activities that are suspected of misuse or that have been corrupted or damaged.

User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.

Computer and network usage and this policy are subject to the ASU System Appropriate Use of Technology Resources Policy, as approved by the Board of Trustees. This policy can be found at the following link: .http://www.asusystem.edu/about/policies

Enforcement

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by the person administering the accounts or network. This may be done through electronic mail or in-person discussion and education. Repeated infractions or misconduct may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer or other appropriate university office for further action. If the individual is a student, the matter may be referred to the Associate Vice Chancellor of Student Affairs for disciplinary action. Any offense that violates local, state or federal laws may result in the immediate loss of all university computing privileges and will be referred to appropriate university offices and/or other law enforcement authorities.

Standards

Conduct that violates this policy includes, but is not limited to, the activities in the following list:

- Unauthorized use of a computer account
- Using the campus network to gain unauthorized access to any computer systems
- Connecting unauthorized equipment to the campus network
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses and worms
- Deliberately wasting/overloading computer resources, such as printing too many copies of a document
- Violating terms of applicable software licensing agreements or copyright laws
- Violating copyright laws and their fair use provisions through inappropriate downloading, reproduction, or dissemination of copyrighted text, images, multimedia, etc.
- Forging the identity of a user or machine in an electronic communication
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or university regulations
- Initiating or propagating electronic chain letters. Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. "spamming," "flooding," or"bombing"
- Displaying obscene or sexually harassing images or text in a public computer facility or location that can be in view of others
- Using university resources for commercial activity such as creating or advertising products or services for sale
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the explicit agreement of theowner

DRUG POLICY

ASUMH seeks to maintain an educational and working environment free from the influence of unlawful drugs.

The unlawful manufacturing, distributing, dispensing, possessing or using of a controlled substance on any property owned or maintained by ASUMH or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. Students who violate this policy are subject to appropriate disciplinary action, up to and including dismissal. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

MEDICAL AMNESTY POLICY

The safety and welfare of students is a University priority, and at times, students may need immediate medical assistance. However, students may be reluctant to get help because of concerns that their own behavior may be a violation of the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has instituted a medical amnesty policy. This policy is applicable to the following parties: 1) a student requesting medical assistance for oneself; 2) a student requesting medical assistance for another person; 3) a student for whom medical assistance was provided.

When responding to any alcohol or drug violations, the University will consider a student's decision to request medical assistance, and in most cases, view the act of seeking medical assistance as good judgment, therefore not deserving of the typical sanctions. At a minimum, students or student organizations should make an anonymous report that would put the student in need in contact with professional help. Examples where this policy may apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

2. A student is reluctant to report that he/she has been sexually assaulted because he/she had been consuming alcohol and is under the age of 21. It is in the best interest of this community that victims choose to report to University officials. To encourage reporting incidents of sexual misconduct, the University pursues a procedure of offering victims of sexual misconduct limited immunity from being charged for any policy violations related to the sexual misconduct incident.

Although the University may choose not to impose disciplinary sanctions, the University may mandate educational options (such as alcohol and other drug assessments and attendance to alcohol education programs) in such cases. Once a student receives medical amnesty, any future amnesty is at the discretion of the Vice Chancellor for Student Affairs or his/her designee. The Associate Vice Chancellor of Student Affairs or his/her designee also have discretion to determine that this policy does not apply in more serious situations, including criminal possession of drugs, property damage, and acts of violence.

FREEDOM OF EXPRESSION POLICY

1. Purpose

   This Operating Procedure is adopted to comply with Act 184 of 2019 as well as the First Amendment of the United States Constitution.

2. Definitions

   This Operating Procedure adopts and incorporates the terms and definitions set forth in Section 6-60-1003 of Act 184 of 2019.

3. Freedom of Expression

   Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this Operating Procedure as well as all applicable state and federal laws. The campus shall not create free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

4. Outdoor Areas of Campus

   All outdoor areas of campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

5. Expressive Activities

   Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution.

6. Lawful Limitations on Expressive Activities

   Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member's conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution and 3) does not materially and substantially disrupt another person's expressive activity.

7. Freedom of Association

   The campus shall not deny a student organization any benefit or privilege that is available to another other student organization or otherwise discriminate against an organization based on the expression of that organization.

8. Use of Campus Property for University Sponsored Activities and Events

   All outdoor areas, owned and operated by the campus, shall be made available for use by the University for University sponsored activities and events. Official university activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a University sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

9. Prohibited Activities

The right to engage in Expressive Activities under this Operating Procedure does not include the right to engage in the following:
Obstructing vehicular or pedestrian traffic.
Engaging in unlawful activity.
Engaging in activities that create a clear and present threat to public safety.
Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions.
Engaging in unlawful harassment.
Utilizing sound amplification devices.
Posting materials on University property.

10. Damage to Property owned by the Campus

Any damage to campus property caused by individuals and/or groups engaging in Expressive Activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

11. Commercial Speech

This policy does not apply to commercial speech. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazine and other written material on campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

FOOD AND DRINK REGULATIONS

Food and drink are allowed in the academic classrooms of Dryer Hall, Integrity First Hall, McClain Hall, Roller Hall, and Gotaas Hall at the discretion of the individual instructor. However, food and drink are not allowed in the academic computer labs and the science labs.

Food and drink are allowed in the conference rooms of Dryer Hall, Integrity First Hall, McClain Hall, Roller Hall, and Gotaas Hall.

Food and drink are allowed in the lobbies of the five (5) academic buildings.

Drinks are allowed in the Norma Wood Library in lidded containers only. However, drinks are not allowed at the computers. Food is not allowed in the library.

Drinks are allowed in McMullin Lecture Hall for scheduled events when arrangements are made in advance with the office of Administrative Affairs. Food is not allowed in the lecture hall.

After eating and drinking activities, the facilities must be left clean and ready for the next function and/or class. Faculty, staff, and students who abuse the guidelines of this policy will have their privileges revoked. The Vice Chancellor for Academic Affairs will be responsible for the enforcement of the classroom and library food and drink regulations, and the Vice Chancellor for Administrative Affairs will be responsible for all other areas.

INCLEMENT WEATHER

Students are responsible for maintaining progress in courses and establishing contact with instructors during inclement weather.

All students are encouraged to register for emergency alerts from the campus via the emergency alert system (. The registration form is available in the ASUMH portal and offers text, call, and email services to notify students of emergency situations on campus.

ASUMH does not normally cancel classes or close offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the community must be balanced with the risk of danger to students and employees. It is, therefore, appropriate that guidelines reflect the safety needs of our students, employees, and citizens.

The university remains open for academic classes and all other services during inclement weather except in extreme circumstances as determined by the Chancellor. However, students are encouraged to use good judgment in deciding whether to drive to campus or other education sites during inclement weather.

The inclement weather announcement will be posted on the ASUMH Website, www.asumh.edu, and the ASUMH Facebook page unless there are power outages or other circumstances preventing the posting. Regional and local news media that publicize the cancelling of classes and/or closing of offices will be notified. The following radio stations will be notified: KTLO – 97.9 FM in Mountain Home, KCTT – 101.7 in Mountain Home and Yellville, KPFM – 105.5, KKTZ – 93.5, KOMT – 107.5 in Mountain Home and surrounding areas.

In the event the weather becomes severe during the day, notices to cancel classes or close offices will be distributed electronically, placed in campus buildings, and circulated among employees. If weather changes during the evening, the instructors involved have the discretion to end classes early.

SEXUAL DISCRIMINATION

TITLE IX OF EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination and athletics. Arkansas State University has designated a Title IX coordinator for each campus. Any incidence of sexual discrimination including sexual harassment or sexual violence should be reported to the Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX coordinator, the report should be made to the Office of General Counsel. Contact information for each campus is located on the respective campus's website.

Please direct any questions or grievances regarding sexual discrimination or Title IX to:

William Kimbriel
Associate Vice Chancellor Student Affairs
Title IX Coordinator
Roller Hall R308
1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6107
Fax: (870) 508-6287

George Truell
Deputy Title IX Coordinator
Roller Hall R314
1600 South College Street
Mountain Home, AR 72653
Phone: (870) 508-6278
Fax: (870) 508-6287

SEXUAL DISCRIMINATION

Arkansas State University is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, stalking, domestic violence, or dating violence.

Each campus has a Title IX Coordinator who is charged with investigating certain allegations of sexual harassment, sexual assault, stalking, domestic violence and dating violence. Employees with supervisory responsibilities, including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. The Title IX Coordinator will conduct a prompt, thorough, and objective investigation of those claims which meet the requirements of a Title IX offense, and will refer other claims of sexual discrimination to the campus Human Resources department.

If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator or Human Resources representative, as applicable, will notify the appropriate law enforcement agency of all reports of sexual assault, stalking, domestic violence or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator or Human Resources representative will assist the person alleging to be subjected to sexual discrimination and the person alleged to have committed sexual discrimination with locating resources for counseling, medical treatment, legal advice, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take those legally permitted supportive measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such supportive measures may include, but are not limited to: modification of campus living or employment arrangements; interim suspensions from campus following an individualized assessment that determines, based on the allegations, that the person accused of the sexual discrimination poses an immediate threat to the physical health or safety of another person; no contact or communications requirements; leave with or without pay; and, reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Staff Grievance Procedure or the Title IX Grievance Procedure, as applicable.

RETALIATORY ACTION PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, refuses to participate in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human Resources Department.

TITLE IX GRIEVANCE PROCEDURE

GRIEVANCE ISSUES

The Title IX Grievance Procedure applies to allegations of sexual discrimination, including sexual harassment, sexual assault, stalking, domestic violence, and dating violence, occurring in the United States and in an educational program or activity of any campus within the Arkansas State University System, which is made by a person participating in or attempting to participate in an educational program or activity of the campus.

Sexual Harassment under Title IX is defined as unwelcome gender-based verbal or physical conduct and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;

2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or

3. Such conduct is severe, pervasive, and objectionably offensive such that it has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act without consent. Sexual acts occur without consent when they are performed by force, in response to a threat, against a person's will, or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of the State of Arkansas.

Dating Violence is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

REPORT OF SEXUAL DISCRIMINATION

Any employee, student, or visitor participating in or attempting to participate in an educational program or activity offered by a campus in the Arkansas State University System who believes he or she has been subjected to sexual discrimination should report the incident to the applicable campus's Title IX Coordinator utilizing the reporting form available on the Title IX web site for the campus. Employees with supervisory responsibilities including deans, vice chancellors, department chairs, faculty, student conduct personnel, human resources personnel, athletic administrators, coaches, and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of General Counsel. Reporting may be done by telephone, fax, email, or a hard copy communication, and may be submitted during or outside of business hours. In order to ensure timely investigation and remedy, a Title IX grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred as delay in reporting impedes the ability to achieve prompt resolution. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a Title IX discrimination grievance.

TITLE IX COORDINATOR'S RESPONSE

A. Upon receipt of a report of an allegation of sexual discrimination, the Title IX Coordinator will contact the person alleged to have been subjected to the sexual discrimination (hereinafter referred to as a "Complainant") within two (2) business days. During the initial contact, the Title IX Coordinator shall notify the Complainant of available supportive measures with or without the filing of a formal complaint, the process for filing a formal complaint, and the potential code of conduct violations for knowingly providing false information. If the Complainant decides to file a formal complaint, the Complainant must submit a written and signed statement of the facts surrounding the allegations sufficient to allow the Title IX Coordinator to determine whether:

    1. the actions to allegedly have occurred meet the definition of sexual harassment, sexual assault, dating violence, domestic violence, or stalking;

2. the actions alleged to have occurred were perpetrated against someone who was engaged in or attempting to engage in an educational activity or program offered by the campus;
3. the actions alleged to have occurred were perpetrated by someone who is a student or employee of the campus, if the person's identity is known;
4. the acts alleged to have occurred took place against a person located in the United States; and,
5. the acts alleged to have occurred took place in a location or under circumstances over which the campus exercises substantial control, including but not limited to on campus buildings, buildings owned or operated by registered student organizations, or during off campus class events.

The formal complaint may be submitted electronically or in hard copy format. If the Complainant determines that he or she does not wish to pursue a formal complaint, the Title IX Coordinator shall assist the Complainant with appropriate continued supportive measures, and shall make a determination as to whether or not, based on the information that the Title IX Complainant has at that time, the Title IX Coordinator will sign a formal complaint. The Title IX Coordinator shall only sign a formal complaint over the objection of a Complainant in the event that, based on the available facts at the time, failure to do so would be clearly unreasonable and would amount to deliberate indifference.

B. Following the receipt of the formal complaint, the Title IX Coordinator will send a Notice of Allegations to both the Complainant, and the person alleged to have perpetrated the sexual discrimination (hereinafter referred to as the "Respondent"). The Notice of Allegations will:

1. set forth the allegations outlined in the formal complaint;
2. advise the parties on the Title IX Grievance Procedure, including their right to not participate;
3. set forth the available supportive measures for the parties, which will be equitably available to each;
4. outline the availability of and describe the informal resolution procedure;
5. notify the parties that they have the right to have an advisor of their choice, who may but does not have to be an attorney, and that the advisor may attend but not directly participate in any meetings or interviews throughout the investigation;

6. notify the parties that they are required to have an advisor for the purposes of the hearing, and the availability of an advisor to be provided by the campus in the event that either party cannot obtain one;
7. state the standard of evidence used in the Title IX Grievance procedure is preponderance of the evidence;
8. state that the parties each have the right to inspect, review, and respond to all information and evidence gathered, which will be presented to the parties promptly after its receipt by the Title IX Coordinator or investigator;
9. inform the parties of the potential code of conduct violations that can be pursued in the event that a party knowingly gives false statements or evidence; and,
10. state clearly that the Respondent is presumed "not responsible" unless and until there is a finding of responsibility at the conclusion of the hearing.

C. Immediately following the issuance of the Notice of Allegations, the Title IX Coordinator will review the formal complaint to verify that the conduct complained of meets the definition of sexual harassment, sexual assault, domestic violence, dating violence, or stalking; that it occurred in the campus's education program or activity; and, it occurred against a person in the United states. Following the verification of this information, the Title IX Coordinator will take one of the following actions:

1. If the allegations in the formal complaint fails to meet any of these requirements, it must be dismissed under the Title IX Grievance Procedure, but can be pursued under the Staff Grievance Procedure, or the campus's code of conduct. The parties will be notified simultaneously in writing of this action.

2. If the formal complaint meets the requirements, but: the Complainant requests in writing to withdraw the allegations or formal complaint; the Respondent is no longer enrolled or employed by the campus; or, specific circumstances prevent the Title IX Coordinator from gathering enough evidence to make a determination, the Title IX Coordinator may dismiss the Title IX investigation. In such an instance, the Title IX Coordinator shall notify both parties simultaneously in writing of the dismissal of the formal complaint, and the reason for the dismissal. Either party may appeal this dismissal to the Director of Human Resources. The appeal must be transmitted within five business (5) days of the issuance of the decision by the Title IX Coordinator. The Director of Human Resources shall review the decision, the rationale for the decision, and the appeal, and shall make

the final determination as to whether the Title IX Discrimination Grievance shall be permitted to proceed to investigation, and shall transmit that decision, simultaneously and in writing, to both parties within five (5) business days of the receipt of the appeal.

3. If the formal complaint meets the requirements, and the investigation isn't dismissed as permitted in Section C.2., the formal complaint shall proceed to the investigation. If the formal complaint meets the requirement set forth in Section A. herein, the allegations of the formal complaint may only be addressed under the Title IX Grievance Procedure.

D. Within forty-five (45) business days after receipt of a formal complaint, the Title IX Coordinator, or investigator, will conduct a full and impartial investigation, considering all available inculpatory and exculpatory evidence, by: interviewing the complainant, the respondent, and any witnesses identified throughout the investigation; considering any expert testimony offered by either party; and, by reviewing any documentary evidence submitted by either party or obtained by the Title IX Coordinator or investigator.

The Title IX Coordinator or investigator will:

1. not seek or consider any evidence which is protected by a legally acknowledged privilege without the written consent of the party who holds the privilege;
2. not consider evidence of the Complainant's sexual history or predisposition, unless offered to prove that someone else committed the acts the Respondent is accused of, or specific incident between the Complainant and Respondent are offered to prove consent;
3. make no credibility assessments based solely on a party's status as a complainant or respondent;
4. provide any party requested to attend a meeting or interview with written notice of the day, time, location, invited participants, and purpose of the meeting or interview no less than two (2) business days in advance of the proposed meeting;
5. make ongoing determinations, throughout the investigation, regarding the appropriateness of available supportive measures, such as: suspension from employment with or without pay; suspension from classes following an individualized determination that based upon the allegations the Respondent poses an immediate threat to a faculty member, staff member, or student; issuance of a no contact directive to both parties;

reassignment of job duties; counseling; campus escort services; increased security and monitoring certain areas on campus; or, changing class or classroom assignments. If immediate action is required, the Title IX Coordinator shall work with the appropriate administrator to implement supportive measures.

E. After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either:

1. propose an informal resolution procedure be utilized to the parties which, if accepted, shall be documented in writing, and, if successful, shall conclude the investigation, or, if unsuccessful, shall result in the investigation proceeding towards a formal hearing, with all informal resolution proceeding documents being maintained and submitted to the Hearing Committee: or,

2. gather all evidence collected throughout the investigation that is directly related to the allegations in the complaint and simultaneously submit, in electronic or hard copy, it to the parties and their advisors, if any. The parties shall have ten (10) business days to review and respond to all evidence provided. The Title IX Coordinator or investigator will review and consider the response(s) of the parties before completing its investigative report. The investigative report shall be a formal written report which sets forth:

    a. the timeline of the investigation, beginning with the formal complaint, and includes all notices given, meetings or interview conducted, and communications received;

    b. the allegations contained in the formal complaint;

    c. the evidence relevant to the allegations gathered throughout the investigation; and,

    d. the specific form of sexual discrimination the Respondent is alleged to have engaged in.

F. Following the completion of the investigative report, the Title IX Coordinator will simultaneously submit, in electronic or hard copy, the investigative report to both parties and their advisors, if any. Both parties shall have a period of ten (10) business days to review the investigative report before the hearing date. Both parties have the option to submit a written response to the investigative report. The investigative report and any written responses by either party shall be submitted to the Title IX Hearing Committee.

G. Timelines may be extended by the Title IX Coordinator in extenuating circumstances and for good cause shown.

H. Allegations of sexual discrimination which meet the requirements of a Title IX offense and which are made by a student against a staff or faculty member shall not be resolved by the informal resolution procedure.

TITLE IX DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Title IX Discrimination Hearing Committee is composed of members selected by the Chancellor or the Chancellor's designee from the' Academic Hearing Committee, the Student Conduct Hearing Committee, and the Staff Hearing Committee for that campus. The Title IX Discrimination Hearing Committee is composed of five (5) voting members, and one (1) ex-officio non-voting chair. A member of the Human Resources department or Human Resources' designee sits as an ex-officio, non-voting chair of the Title IX Discrimination Hearing Committee, making determinations of relevance, overseeing the orderly operation of the hearing, and offering technical assistance on procedural and policy matters. One (1) voting member of the Title IX Discrimination Hearing Committee shall be a student, one (1) shall be a faculty member, and one (1) shall be a staff member. One (1) voting member shall be selected so that his or her primary classification of student, faculty, or staff aligns with the primary classification of the Complainant, and one (1) voting member shall be selected so that his or her primary classification the primary classification aligns with the primary classification of the Respondent. The Title IX Discrimination Hearing Committee shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure.

TITLE IX DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Title IX Discrimination Hearing Committee shall review the investigative report of the Title IX Coordinator, the responses to the investigative report by the party(ies), the inculpatory and exculpatory evidence relevant to the allegations gathered by the Title IX Coordinator or investigator, any live testimony offered by the party(ies) and/or witnesses, and, any evidence offered by the party(ies) to determine, based on the preponderance of the evidence, whether the Respondent is responsible for a violation of the Title IX policy, and, if so, to recommend an appropriate action to end the discrimination, prevent its recurrence, and remove its effects on the Complainant and the University community.

Each party shall be represented by an advisor, who may but does not have to be an attorney. The advisor will directly participate in the hearing, and question witnesses on the respective party's behalf. If either party is unable to obtain an advisor, the campus will provide a pool of advisors who have been trained on Title IX from which the party may select an advisor. A party who needs the campus to provide them with an advisor shall give notice to the campus no less than five (5) business days prior to the hearing so availability may be determined and the selected advisor can have an opportunity to review all relevant materials. If a party appears at the hearing without an advisor, and without having given notice of his or her need for an advisor, the campus will assign an advisor who is trained on Title IX, and who is selected by

the campus based on availability. In the event that either party's advisor hinders the ability to conduct the hearing in an orderly fashion, that advisor may be removed from the hearing by the Chair of the Hearing Committee, and shall be replaced by an advisor to be provided by the campus.

The entirety of the hearing will be recorded by the Chair of the Hearing Committee, and conducted in closed session. At the request of either party, or in the discretion of the Chair of the Hearing Committee, the parties may be located in separate physical locations, but by use of appropriate technology shall be able to simultaneously see and hear each other and the Hearing Committee, and be seen and heard by the Hearing Committee.

During the course of the hearing, the Hearing Committee will call the witnesses interviewed during the investigation for testimony, and each party's advisor shall be permitted to question those witnesses. Both parties shall be permitted to offer an opening statement, and to testify and offer witnesses, including expert witnesses, to testify. In the event that either party wishes to call witnesses, they will disclose the identity of the witnesses to the Chair of the Hearing Committee no less than two (2) business days prior to the hearing. The Chair of the Hearing Committee will notify each party of the witnesses the other party intends to call. Testimony shall be elicited through direct and cross-examination by both parties, acting by and through their respective advisors, and the Hearing Committee. In the event that a party or witness refuses to attend the live hearing and submit to cross-examination, that witness's previous statements will not be considered in making a determination of responsibility, and no inferences shall be drawn by the Hearing Committee based on the refusal to testify. Each party shall be permitted to present evidence for the Hearing Committee's consideration. All evidence collected by the Title IX Coordinator or investigator throughout the investigation will be presented to the Hearing Committee, and both parties shall have the right to utilize the evidence as part of their presentation to the Hearing Committee. Both parties shall have the opportunity to offer a closing statement.

TITLE IX DISCRIMINATION HEARING COMMITTEE FINDINGS

Within twenty (20) business days of the conclusion of the hearing, the Hearing Committee shall issue a written decision which will be simultaneously sent to both parties and their advisors by the Chair of the Hearing Committee. The written decision shall include:

A. the timeline of the investigation, beginning with the formal complaint and including all notices, interviews, communications, and the hearing date;
B. the finding of facts from the evidence and testimony presented at the hearing in support of the determination regarding responsibility;
C. the Hearing Committee's determination regarding responsibility based on the preponderance of the evidence;
D. the rationale for the determination regarding responsibility, including the application and analysis of the testimony and evidence presented to the Hearing Committee to Title IX policy to the allegations contained in the formal complaint for each alleged violation contained in the formal complaint;
E. any disciplinary or remedial sanctions to be imposed, which may be up to and including suspension

or expulsion, as appropriate;

F. a statement that each party has the right to appeal the decision of the Hearing Committee within five (5) business days on the bases of: procedural irregularity that affected the outcome: new evidence not reasonably available at the time of the Hearing Committee's determination that could affect the outcome; and/or, bias or conflict of interest on the part of the Title IX Coordinator, investigators, or Hearing Committee; and,

H. a statement that the standard of evidence used in the appeal shall be the preponderance of the evidence.

TITLE IX DISCRIMINATION APPEAL COMMITTEE PROCEDURE

A. Either party shall have five (5) business days following the issuance of the Hearing Committee's written decision to submit an appeal. Either party may appeal on the basis of:

1. procedural irregularity that affected the outcome;
2. new evidence not reasonably available at the time of the Hearing Committee's determination that could affect the outcome; and/or,
3. bias or conflict of interest on the part of the Title IX Coordinator, investigator, or Hearing Committee.

B. The letter of appeal shall be submitted to the Title IX Coordinator, and shall set forth the specific basis or bases for the appeal, and all facts, evidence, and a statement in support of the basis or bases of appeal.

C. Any letter of appeal shall be transmitted to the other party by the Title IX Coordinator, and that party shall have two (2) business days to respond, in writing, to the contents of the letter of appeal. Any response shall be presented by the Title IX Coordinator to the appealing party, who shall have two (2) business days to respond. Any response by the appealing party shall be presented by the Title IX Coordinator to the other party, who shall have two (2) business days to respond. The letter of appeal, all responses to the same, the Hearing Committee's written decision, the Title IX investigative report, and the recording of the hearing (hereinafter referred to as the "Appeal Packet") will be presented by the Title IX Coordinator to the Title IX Discrimination Appeal Committee for consideration.

D. The Title IX Discrimination Appeal Committee shall be comprised of one (1) student, one (1) faculty member, and (1) staff member selected by the Chancellor or the Chancellor's designee. Each member shall have specific training on sexual discrimination under Title IX, and the Arkansas State University System Title IX policy and Title IX Grievance Procedure. No member of the Hearing Committee may serve on the Appeal Committee for the same formal complaint. The Title IX Appeal Committee shall convene in closed session to consider the Appeal Packet. The Appeal Committee shall use the preponderance of the evidence basis in making its determination on the basis for appeal.

E. Within ten (10) business days of the receipt of the Appeal Packet, the Appeal Committee shall

issue a written recommendation. The Appeal Committee can recommend either that:

1. the bases of appeal are not supported by the Appeal Packet and confirm the decision of the Hearing Committee; or,
2. the bases of appeal are supported by the Appeal Packet, and:
    a. overturn the decision of the Hearing Committee, or
    b. confirm the finding of the Hearing Committee but modify the sanctions or remedial measures ordered by the Hearing Committee.

F. The written recommendation shall state the recommendation of the appeal, and the rationale for the recommendation. The Appeal Committee shall transmit its written decision to the Chancellor. The Chancellor shall have ten (10) business days to review the Appeal Packet and the written recommendation of the Appeal Committee, and issue a written decision accepting or rejecting the recommendation of the Appeal Committee. The Chancellor's decision is final.

DOCUMENT COLLECTION

When a Title IX discrimination grievance proceeding has been closed, all materials relating to that case shall be retained on file by the Title IX Coordinator for seven (7) years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Title IX discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required or permitted by law.

DISCRIMINATION OR HARASSMENT BASED ON RELIGION, DISABILITY, PREGNANCY, AGE, RACE, NATIONAL ORIGIN, GENDER, U.S. VETERAN STATUS, GENETIC INFORMATION, OR OTHER PROTECTED STATUS

Discrimination or harassment related to any protected status is not tolerated at Arkansas State University – Mountain Home. Even if actions are not directed at specific persons, a hostile environment can be created when the conduct is sufficiently severe, persistent, or pervasive so as to substantially interfere with the person's work, education, or activities on campus.

Retaliatory Action Prohibited

Retaliation against a person who files a charge of discrimination or harassment, participates in an investigation, or opposes an unlawful employment practice is prohibited by the above laws and ASUMH. Any student or employee who needs further explanation or who believes he or she has been discriminated against under these laws should contact the Associate Vice Chancellor of Student Affairs, Human Resources Department, or Title IX Coordinator.

Student Discrimination & Harassment Grievance Procedures

The policy for submitting a student discrimination or harassment grievance is:

- Grievant will have 30 days to file a complaint after the incident.
- The Associate Vice Chancellor of Student Affairs will set a hearing with a committee appointed by the Chancellor within 10 working days of receiving the complaint. The grievant and respondent will be notified of the opportunity to present witnesses and other evidence and the right to have an advisor present who may assist the party but not actively participate in the hearing.
- Upon conclusion of a hearing where the person charged with harassment is a student, the committee will submit to the Chancellor written findings of fact. This will include a decision on the validity of the accusation, with a copy to both parties within 20 working days after it has received a complaint. The committee's findings will be accompanied by a recommendation for appropriate resolution of the matter. All parties will be notified of the investigative results.
- Resolution of a complaint against a student may include one or more of the following actions where there has been a finding of discrimination or harassment:

    a. disciplinary warning
    b. disciplinary probation
    c. disciplinary suspension
    d. disciplinary dismissal

- Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of discrimination or harassment:

    a. letter of warning to the offender, with a copy placed in the offender's personnel file
    b. letter of reprimand to the offender, with a copy in the offender's personnel file
    c. such disciplinary action as appropriate for the employee's violation of the university policy
    d. taking into consideration the recommendation of the committee;
    e. initiation of termination procedures
    f. initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

SIGNS, POSTERS, AND PROMOTIONAL MATERIALS

Posting of signs, posters, and other promotional materials must be approved by the Associate Vice Chancellor of Student Affairs or the Vice Chancellor for Operations.

STUDENT PUBLICATIONS, SOLICITATIONS FOR FINANCIAL SUPPORT, AND ACTIVITIES GUIDELINES

Student organizations should notify the Associate Vice Chancellor of Student Affairs of all planned publications and activities. Raising money through fundraising or soliciting donations should be pre-approved through the Associate Vice Chancellor of Student Affairs.

Organizations wishing to fundraise or solicit donations should complete the donation request form available in the ASUMH portal.

Student organizations wishing to request travel funds for leadership, development, or general club purposes must do so through the Associate Vice Chancellor of Student Affairs.

WEAPONS POLICY

1. Purpose

   The Arkansas State University System is dedicated to providing an educational and social climate, which is conducive to the safety of all members of the University community. Acts of violence on University campuses have proven that weapons pose a serious threat to the safety of persons and property.

2. Arkansas State University System Weapons Policy

   No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event that is part of the Arkansas State University System, except as authorized by this policy. This prohibition extends to individuals having such weapons on their persons, including in briefcases, purses, handbags, backpacks, or other carrying cases; in personal vehicles or storage boxes contained in or affixed to their personal vehicles; or among other personal property or effects. Each System location shall post written notice of this prohibition. Exceptions to this prohibition are listed below.

3. Definitions

   Weapons include, but are not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nunchucks, brass knuckles, Tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

4. Exceptions

   These prohibitions do not apply to the following:
   a. To an officer of an Arkansas State University Police Department who is regularly employed by a campus in the University System and who has been authorized by the Campus Chief of Police, or designee, to carry weapons as outlined in the applicable Police Policy.

b. To an employee authorized by the Campus Chief of Police to possess or use such a device during the time when the employee is engaged in University work requiring such a device.
c. When an individual uses or possesses a weapon in connection with an educational, recreational, or training program, or an activity authorized by the appropriate University official and the Chief of Police and under the supervision of a University employee.
d. During the time when the weapon is worn as part of a military or fraternal uniform in connection with a pre-approved public ceremony or parade.
e. To non-University law-enforcement officers of legally established law-enforcement agencies that are required by their employer to carry their weapons at all times.
f. To non-University law-enforcement officers of legally established law-enforcement agencies who are engaging in work on campus requiring a weapon as part of their official duties or who have obtained approval from the Campus Chief of Police or designee to carry their weapon on campus.
g. During a theatrical performance where a realistic replica of a weapon is used.
h. To equipment, tools, devices and materials, which are prescribed for use by authorized University employees as a condition of employment or class enrollment.
i. To the use and possession of weapons for educational, instructional, and research activities under the supervision of appropriate faculty members.
j. To weapons found in vehicles that are traveling through city-maintained streets within the campus proper.

The campus Chief of Police, applicable Vice Chancellor, or their designees, may impose restrictions upon individuals who are otherwise authorized to possess or use weapons pursuant to Section 4 of this policy when it is determined that such restrictions are appropriate under the circumstances.

5. Lawful Possession of a Weapon on Campus

In 2017, Act 562 and Act 859 were signed into law. These new Acts allow a person, who meets certain qualifications, to carry a concealed handgun on a University campus. Effective September 1, 2017, a person in possession of a concealed carry license and who has also obtained an enhanced training endorsement from the Arkansas State Police may possess a concealed handgun on campus, subject to the restrictions as allowed by law. A concealed carry licensee may lawfully store a concealed handgun in his or her locked and unattended vehicle in a publicly owned and maintained parking lot.

A person who has a concealed carry license, along with an enhanced permit, may not possess a concealed handgun at the following locations:

a. Locations where collegiate athletic events are taking place.
b. Certain grievance and disciplinary meetings, initiated after at least twenty-four (24) hours' notice to participants, lasting no more than nine (9) hours, with posted notice of prohibition, and conducted in accordance with campus procedures.
c. Daycare facilities.
d. Other locations where possession of a concealed handgun is prohibited by state or federal law.

Employees of the ASU System may lawfully possess a concealed handgun on campus if they have a concealed carry license and they have obtained an enhanced training endorsement from the Arkansas State Police. An employee, who possesses a concealed handgun under this policy, is not acting in the course of or scope of their employment when carrying or using the handgun and is not entitled to workers' compensation benefits for injuries arising from his or her own negligent acts in possessing or using a concealed handgun and is not immune from personal liability with respect to possession or use of a concealed handgun.

6. Violations

Any student violating this policy shall be subject to sanctions up to and including expulsion. Any employee violating this policy shall be subject to discipline through the process applicable to that employee, up to and including discharge. Others violating this policy will be subject to prosecution under criminal laws and may be banned from Arkansas State University System campuses and events.

STANDARDS OF STUDENT CONDUCT

All members of the academic community are responsible to secure, respect, and protect a superior learning environment. Positive and effective relationships between ASUMH employees and students are essential to the university's function. These relationships are founded on mutual respect, understanding, and a common dedication to the educational process. ASUMH strives to secure, respect, and protect the learning environment. The following standards of student conduct are part of the collective expectation of the members of this community relative to personal conduct:

Civility — Members of a learning community interact with others in a courteous and polite manner even when expressing differing viewpoints. Members of the community are expected to respect the values, opinions and feelings of others.

Ethical Behavior — The pursuit of higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

Morality — Members of a learning community commit to the ideals of appropriate human conduct. This conduct seeks to harm no one and attempts to be a positive contributor in every interaction.

Respect — Every member of this community should seek to gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard, which is gained by decent and correct behavior.

The learning community at Arkansas State University – Mountain Home does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of Arkansas State University – Mountain Home to call such conduct into question. The university reserves the right to discipline students or student organizations for inappropriate actions that occur on or off the campus during campus-sanctioned activities to secure compliance with these obligations. Students failing to maintain these obligations may be asked to leave the academic community. Students are expected to comply with all university policies and procedures.

Enrollment at ASUMH is voluntary and optional; therefore, entrance into the academic community on this campus indicates that the students have accepted responsibility for their behavior and understand that they must adhere to the appropriate rules and regulations regarding their conduct. Students are expected to use the *ASUMH Student Handbook* to become familiar with policies on student conduct, and they are expected to obey all applicable federal, state, and local laws.

ASUMH reserves the right to discipline or dismiss any student whose behavior on or off campus constitutes an infraction of these policies or laws, especially those which are considered harmful to the institution or to other students, staff, or faculty. Student conduct is a matter of concern because the goal of ASUMH is to provide a learning community where all members may pursue educational goals without interference and with confidence that their safety, health, and welfare are secure.

UniversityJurisdiction

The University has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct on campus, off campus, or through virtual activity. For the purpose of the student conduct process, a "student" is defined as any person who is registered for study at Arkansas State University – Mountain Home for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in, Arkansas State University – Mountain Home are considered "students".

Inherent Authority

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its members.

Interim Administrative Action

The Associate Vice Chancellor of Student Affairs or his/her designee may defer procedural due process and enforce an interim action if necessary to maintain safety or order regarding student conduct including, but not limited to, suspension. The Vice Chancellor of Operations or her/his designee may defer procedural due process and remove a student from a class to maintain order regarding academic behavior. Any student who has had interim action taken against him/her will be afforded a hearing before either the Student Conduct Appeal Committee or the Student Academic Appeal Committee within 5 business days.

Student Contact Information
All students are responsible for maintaining their current address, email address, and phone number with the Office of Admission. It is also the student's responsibility to frequently monitor campus e-mail and the university web site, as these electronic means of communication are the university's most effective and efficient ways to disseminate important information to the campus community. Campus e-mail is the primary means of communication from the Office for Student Affairs. Appearance notifications, hearing notifications, and decision notifications will be mailed and/or emailed to the student's address.

Modifying the Standards of Student Conduct
The University reserves the right to amend the Standards of Student Conduct at any time. Every effort will be made to communicate any changes made to the university community at least ten days prior to policy change.

Policy Interpretation

The Associate Vice Chancellor of Student Affairs or his/her designee is the final authority in defining and interpreting the Non- Academic Standards of Student Conduct and conduct procedures.

The Vice Chancellor of Academic Affairs/Provost or his/her designee is the final authority in defining and interpreting the Academic Standards of Student Conduct.

NON-ACADEMIC MISCONDUCT STANDARDS OF STUDENT CONDUCT

Standards of Student Conduct are divided into two categories: Non-Academic Misconduct and Academic Misconduct. The Academic Misconduct list can be found in the Student Handbook under Academic Rights and Responsibilities. The following list is not exclusive and serves only as examples of specific actions constituting Non-Academic Misconduct.

1. Accessory

   A student is an accessory if he or she aids another student in the commission of a violation of the Non-Academic Standards of Student Conduct or is present or fails to leave immediately a situation where a violation is occurring.

2. Alcohol

   Sale, possession, manufacturing, distribution, consumption, or evidence of consumption of alcoholic beverages, on University Property or at University sponsored events, except as allowed by University policy.

3. Bicycles, Skateboards, Skates

   The use of skateboards is permitted only on parking lots unless otherwise posted. Bicycles must be parked in bike racks and other designated areas.

4. Cell phones

   Using phones or other technology in the classroom setting or at any other university function in a disruptive manner.

5. Computer Misuse

   Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission, promoting or participating in licentious behavior, propagating obscene or pornographic material, and peer to peer distribution of copyrighted materials and/or illegal downloading of copyrighted materials, which are user violations of Federal Law.

6. Damage to Property

   Damaging or destroying university property or the property of others, or actions that have the potential for such damage or destruction. Conduct which threatens to damage or creates hazardous conditions.

7. Disrespectful or Discourteous Conduct

   Rude, loud, impolite, ill-mannered, devious, subversive or any other behavior that a reasonable person would consider disrespectful or discourteous.

8. Disruption of Public Peace

Behavior such as, but not limited to, acts that are against the public peace, order, health, or safety, or conduct which threatens or endangers any person. Engaging in overt physical acts which interfere with the normal or sponsored activities of ASUMH on or off the campus.

9. Disruption of University Business

Engaging in, leading, or inciting others to materially and substantially disrupt or obstruct teaching, research, administration or other University functions, operations or activities including, but not limited to, the blocking of access to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by members of the University community.

10. Disruptive Conduct

Disrupting the regular or normal functions of the ASUMH community, including behavior which breaches the peace, limits the safety or violates the rights of others. Breaching the peace includes but is not limited to high volume speech that may or may not be offensive or inflammatory that can be heard in common areas of buildings such as hallways, classrooms, lobbies, or the cafeteria.

11. Drugs

Using, manufacturing, distributing, selling or illegally possessing of any quantity, whether usable or not, of any drug, narcotic or controlled substance, or drug paraphernalia without medical prescription under medical supervision. Misuse or abuse of prescription drugs or any chemical substance.

12. Endangering Conduct

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of self or others.

13. Failure to Comply

Failure to comply with directions, verbal or written, of university officials, or those appointed to act on behalf of the university in the performance of their duties.

14. False Accusations

Knowingly, intentionally, or recklessly making false accusations of inappropriate behavior against another individual. Providing false or falsified information with intent of harming another student. Attempting to intimidate witnesses necessary to conflict resolutions pending with the University. Altering or destroying information necessary to conflict resolutions pending with the University.

15. False or Fraudulent Information

Furnishing false information to a University official. Forgery, alteration, taking possession of or the unauthorized use of University documents, records, keys, or identification without the consent or authorization of the appropriate University official.

16. Fire/Emergency Threat

Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat, or creating a false emergency of any kind. Tampering with, misusing or damaging fire extinguishers, sprinkler heads, alarms, or other safety equipment.

17. Gambling

Gambling on or about University property without legal permit as an authorized state organization and approval from the Associate Vice Chancellor of Student Affairs.

18. Harassment

Actions, whether physical, oral, written, electronic, through a third party or otherwise communicated, that have the purpose of creating a hostile or intimidating environment and which are directed at a specific individual or group.

19. Invasion of Privacy

Viewing, transmitting, recording, filming, photographing, producing, or creating a digital electronic file of the image or voice of another person without his/her knowledge and/or permission. This does not apply to the security cameras placed on campus by the University.

20. Lewd, Obscene, or Indecent Behavior

Any conduct that is offensive to accepted standards of decency, including exposing oneself or wearing attire that does not provide adequate coverage of the body.

21. Littering

Littering, including the improper disposal of trash.

22. Policy Violation

Violating policies, procedures, rules, or regulations included in any official publications of ASUMH.

23. Recording Ethics

Viewing, transmitting, recording, filming, photographing, producing or creating a digital electronic file of the image or voice of another person, including classroom settings, without his/her knowledge, or consent.

24. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal and physical conduct of a sexual nature when at least one of the following conditions is met:

1. Submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment, membership or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for evaluation in making employment, membership or academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment. See Title IX Policy for full details (page 16)

25. Sexual Misconduct

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

1. the sexual conduct is not consensual;
2. the sexual conduct includes force, threat(s) or intimidation;
3. the sexual conduct occurs when the victim is mentally or physically impaired, such as when under the influence of alcohol of other drugs or when the victim is a minor. See Title IX Policy for full details (page 16).

26. Smoking

Smoking of any kind is not permitted on University property.

27. Theft

Theft of any kind including, but not limited to, attempted theft, possession, sale or barter of, seizing, or concealing property of another person without his/her permission.

28. Tobacco and Electronic Smoking Devices

ASUMH is a tobacco-free campus. All forms of tobacco and e-cigarettes, including, but not limited to, cigarettes, smokeless tobacco, cigars, pipes, dissolvable, and vapor devices, are prohibited on campus. This includes in buildings, on university property, in parking lots, and in vehicles on parking lots/streets owned by the university.

Any person who violates the tobacco free policy is subject to a fine of not less than one hundred dollars ($100) nor more than five hundred dollars ($500). This policy shall be enforced by campus security.

Unauthorized or illegal entry into a building, classroom, office, room, or vehicle. Unauthorized use or possession of University property. Use or possession of any University key without proper authorization including duplication of any University key.

29. Violation of Law

Arrest or citation for violation(s) of local, state, or federal law, which adversely affects the student's suitability as a member of the university community.

30. Violations of Other University Regulations

Violations of any university rule or regulations outside the Standards of Student Conduct.

31. Weapons (see Weapons policy page 22)

MISCONDUCT INFORMATION AND PROCEDURES

1. Any individual may refer a student to the Associate Vice Chancellor of Student Affairs for non-academic misconduct charges. Conduct referrals should be delivered to the Office for Student Affairs as soon as the student has been identified as the alleged violator.

Conduct referrals in regard to Sexual Discrimination should be referred to the Title IX Coordinator in the Office of Student Support Services. (page 16)

2. Upon the receipt of a Conduct Referral, the Associate Vice Chancellor of Student Affairs or designee will determine if sufficient information is present for student misconduct charges to be filed against the alleged violator. If charges are filed, written notification will be delivered by hand or by registered mail, return receipt requested, within five working days of the initial report of the alleged violation. The Associate Vice Chancellor of Student Affairs or designee will determine the severity and whether immediate temporary measures are warranted to ensure campus safety. If warranted, these measures will be implemented immediately with notification to the Chancellor.

   Any student who fails to attend a scheduled Case Resolution meeting will have a hold placed on institutional records until he or she has met with the Associate Vice Chancellor of Student Affairs or designee and reached a resolution or until a Formal Conduct Hearing has been completed. This hold will prevent the student from accessing all services including but not limited to, requesting a transcript, registering for class, completing a degree, and borrowing materials from the library or utilizing student support services.

3. After studying all the pertinent information and documents, carefully examining any policies involved, and discussing the issue with the alleged violator and witnesses (if appropriate), the Associate Vice Chancellor of Student Affairs shall decide if the evidence indicates that a violation has occurred. The Associate Vice Chancellor of Student Affairs shall determine which of the following is an appropriateconsequence:
   a. propose an informal resolution to the violator. A note will be placed in the student's discipline file indicating the student was counseled and this shall conclude the case. This resolution does not affect "good standing status" and cannot be appealed.

   b. prepare a formal written report that will be hand delivered or mailed to the student within 3 working days of the decision. A copy of this report will be placed in the student's discipline file indicating the student was officially warned. If the student accepts responsibility, this shall conclude the case. If the student does not accept responsibility or does not agree with the written report, the student has the right to appeal. The appeal process is outlined in the following pages.

   c. assign appropriate consequence and prepare a formal written report that will be placed in the student's discipline file. If the student accepts responsibility and agrees to the sanction or consequence, this shall conclude the case. If the student does not accept responsibility or does not agree with the consequence, the student has the right to appeal. The appeal process is outlined in the following pages.

   d. refer the case to The Student Conduct Sub-Committee of The Student Affairs Shared Governance Committee to assign appropriate consequence and prepare a formal written report that will be placed in the student's discipline file. If the student accepts responsibility and agrees to the sanction or consequence, this shall conclude the case. If the student does not accept responsibility or does not agree with the consequence, the student has the right to appeal. The appeal process is outlined in the following pages.

   During the above appeal process, a student who has received a sanction of a suspension of ten (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process.

Formal Conduct Appeal Hearing

If an alleged violator does not accept responsibility and/or the assigned consequence(s), then he or she may request a Formal Conduct Appeal Hearing.

Student Conduct Appeal Committee Composition:

Student Conduct Appeal Committee is a subcommittee of the Student Affairs Committee and consists of faculty, staff, and students.

Formal Conduct Appeal Hearing Process:

A student found responsible for a violation of university policy may request an appeal before the Student Conduct Appeal Committee. The formal request must be submitted in writing to the Associate Vice Chancellor of Student Affairs within three working days of receipt of the original written decision. The hearing will be set within 10 working days of receiving the student's formal request for a hearing.

After review, the Student Conduct Appeal Committee may make one of three recommendations:

- Affirm the decision of the original hearing authority
- Reverse finding(s) of the original hearing authority
- Alter the sanction(s) of the original hearing authority

The recommendation of the Student Conduct Appeal Committee shall be submitted to the Chancellor who shall accept, reject, or modify the recommendation of the committee within ten (10) working days of receipt of the report from the committee. The decision of the Chancellor is final.

Non-Academic Conduct Sanctions

Sanctions for Non-Academic Misconduct will be imposed by the Associate Vice Chancellor of Student Affairs or his/her designee upon individuals, groups, or organizations that have been found responsible for violating the Standards of Student Conduct. The following sanctions may be imposed for Non-Academic Misconduct and do not represent an exhaustive list:

- Educational Task – Completion of a task which educates the student about and allows the student to learn from the misconduct.
- Written Warning – Official record that a student has been warned about behavior.
- Removal of Property – Required removal of property.
- Restitution – Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- Restriction of Activities or Privileges – Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time. These restrictions may include, but are not limited to, denial of the right to represent the University in any way, access to facilities or individuals, and/or participation in extracurricular activities.
- Fees – Monetary requirements based on the resolution of a case.
- Conduct Probation – A period of time during which a student is on official warning that subsequent violations of university rules, regulations, or policies will result in a more severe sanction including suspension or expulsion from the University. A student placed on conduct probation is not considered to be in good standing with the university.

- Conduct Suspension – Temporarily canceling a student's enrollment at Arkansas State University – Mountain Home. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from his/her classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the AVCSA or designee. Any classes taken at another institution during this period of suspension cannot be transferred to Arkansas State University – Mountain Home.

- Expulsion – Permanently canceling a student's enrollment at Arkansas State University – Mountain Home. A dismissed student cannot re-enroll or graduate. Once assigned this sanction, students are immediately removed from his/her classes and banned from university property. A student cannot enter University property once dismissed without prior permission from the Associate Vice Chancellor of Student Affairs or designee.

- Revocation or Denial of Degree or Admission – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards.

Formal Conduct Appeal Hearing Guiding Principles:

a. An alleged violator will have at least 48 hours' notice of a hearing and the allegations asserted against him/her by written notification that will be delivered by hand or by registered mail, return receipt requested.

b. An alleged violator may choose not to attend a scheduled hearing; however, the hearing will proceed in his/her absence if student received proper notification.

c. An alleged violator may choose not to answer a question at any time or not to speak during the hearing or not present information to a hearing body if he/she feels it is in his/her best interest.

d. A complete witness list must be turned into the Associate Vice Chancellor of Student Affairs one university business day prior to the hearing – a minimum of 24 hours prior to the hearing. The alleged violator is responsible for notifying his/her witnesses of the time, date, and place of the hearing.

e. Students may request of the Associate Vice Chancellor of Student Affairs in writing a list of all witnesses and access to all information regarding the charges against him/her. All information requests must be done in writing and allow a minimum of one (1) business day for the information to be compiled from time of request.

f. Determination of responsibility will be based upon a preponderance of the evidence or if it is "more likely than not" that a violation did occur.

g. The decision of the hearing officer/body will be verbally given to the alleged violator at the close of the hearing and written notification that will be delivered by hand or by registered mail, return receipt requested.

h. No character witnesses or irrelevant information will be considered in a hearing.

i. During the above appeal process, a student who has received a sanction of a suspension often (10) or more days or expulsion for non-academic misconduct may choose to be represented at the student's expense by a licensed attorney or, if the student prefers, a non-attorney advocate who, in either case, may fully participate during the appeal process. (Arkansas General Assembly, Act 1194 of 2015, effective July 22, 2015)

j. All hearing participants are expected to act and speak appropriately during the hearing. Any hearing participant who becomes disruptive will be removed from the hearing and the hearing will proceed without him/her.

k. No recordings or tapes of hearings shall be made by any person other than the chair or the designated institutional official. The hearing recording will be maintained by the Associate Vice Chancellor of Student Affairs for the appeal process only. A student will be given reasonable access to his or her hearing recording for the purposes of review with the understanding that no duplication of the recording shall be permitted. Requests for access to hearing recordings must be made in writing and provided to the Associate Vice Chancellor of Student Affairs at least one (1) business day from the time of the request to make the appropriate arrangements.

NON ACADEMIC STUDENT MISCONDUCT RECORDS

Retention

Non-Academic Student Conduct Records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension, or dismissal will be kept indefinitely.

External Release

External release of records will occur in accordance with federal and state law.

STUDENT ACADEMIC CONDUCT AND RIGHTS

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the university has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has a responsibility to other members of the academic community to refrain from interference with the rights of others and provide honest representations of his/her own work. These are essential to the purposes and processes of the University.

The student shall have the right to an academic environment that is inclusive of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion.

The student shall be free to take reasoned exception to data and views offered in the classroom and to express differences of opinion without fear of penalty.

The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student.

The student has the right to accurate and clearly stated information in order to determine the following aspects:

1. The general requirements for establishing and maintaining an acceptable academic standing
2. His/her over-all academic standing
3. The graduation requirements for a particular curriculum and major
4. Academic regulations appropriate to one's field of study

ASUMH promotes and expects academic integrity, honesty, and professional behavior among all members of the college community. Violations of these requirements for academic conduct are considered serious and may result in disciplinary action or severe penalties being drawn against the student.

The University considers the following infractions as Academic Misconduct. The following sanctions may be imposed for Academic Misconduct and do not represent an exhaustive list:

Plagiarism

Plagiarism is the act of using the ideas, research, or words of another person without acknowledging the source.

Disciplinary Action against Plagiarism

Faculty members may respond to cases of plagiarism in different ways. These include but are not limited to

- returning the paper or other item for reworking and/or a lowering of the grade
- assigning a failing grade on the paper or other item
- assigning a failing grade in the course
- initiating disciplinary procedures
- initiating procedures to have the student expelled from the University

Cheating

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Cheating includes, but is not limited to;

- observing and/or copying from another student's work
- having another person perform classwork on behalf of the student or turning in or representing another's work as his/her own
- giving or receiving unauthorized assistance during an examination period
- using unauthorized information during an examination period
- using, buying, selling, stealing, transporting, or soliciting the contents of an exam or other assignment not yet taken or completed by the student or others
- using for credit in one class a term paper, report, or other assignment for credit in another class without permission from the instructors involved
- altering grades or other official records
- improperly collaborating on work when instructed to work independently

Disciplinary Action against Cheating

Faculty members may respond to cases of cheating in different ways. These include but are not limited to

- taking the exam or other coursework from the offender and awarding no credit
- taking the exam or other coursework from the offender and awarding a failing grade on that exam or assignment
- taking the exam or other coursework from the offender and awarding a failing grade for thecourse
- initiating disciplinary procedures that may result in suspension or expulsion from theuniversity

OTHER

Violating specific policies, procedures, guidelines, rules, or regulations related to or required for the student's academic program at ASUMH.

STUDENT ACADEMIC APPEAL COMMITTEE COMPOSITION

The Student Academic Appeal Committee is composed of three (3) faculty members appointed by the Faculty Senate and two students appointed by the Student Government Association.

Academic Appeal Procedure

Should a student wish to make an academic appeal regarding a grade or disciplinary action, he or she must follow these steps:

Step 1: The student contacts the faculty member and schedules a meeting to occur within **five (5) working days** of the incident. However, if the student feels he or she cannot discuss the issue with the faculty member, the student may proceed directly to STEP 2.

Step 2: If the student and the faculty member are unable to resolve the issue, the student may request a meeting with the faculty member's dean. The student must contact the dean and schedule a meeting to occur **within 10 (ten) working days** after the meeting with the faculty member.

If the faculty member in question is the dean of his/her division, another dean will replace the faculty member as mediator in this step.

STEP 3: If STEP 2 failed to resolve the issue, the student may request a meeting with the Vice Chancellor of Academic Affairs **within 5 (five) working days** of meeting with the dean.

STEP 4: If STEP 3 failed to resolve the problem, the student may submit a written complaint to the Student Academic Appeal Committee within **5 (five) working days** of meeting with the Vice Chancellor of Academic Affairs. **Within 10 (ten) working days** of receiving the written complaint, the committee will hold individual hearings with the student and the faculty member. **Within 5 (five) days of the last hearing**, the committee will recommend a solution to the chancellor.

STEP 5: The Chancellor will make a decision and inform all parties of that decision **within 5 (five) working days** of receiving the recommendation of the Student Academic Appeal Committee. The decision of the Chancellor is final.

STUDENT ACTIVITIES

STUDENT ORGANIZATIONS

Formation of New Organizations

New student organizations may be formed on the campus as the need develops. No group may be officially formed until a petition to create a student organization has been completed through the Office of Student Support Services. The petition will set forth the objectives of the organization, membership requirements, proposed constitution and by-laws, proposed faculty sponsors, membership dues, and names of charter members. This completed request will be submitted to the Associate Vice Chancellor of Student Affairs. Final approval for new student organizations requires a majority vote of faculty and a majority vote of the Chancellor's Cabinet. New organizations will become formally recognized at the beginning of each semester.

If at any time during the academic year an organization becomes inactive, the group must follow the same guidelines as stated above to be formally recognized again. Also, they must wait until the beginning of the following semester to become active on campus.

Students must have a cumulative grade point average of 2.0 to be an active member of a university sponsored club or organization. No student who is on academic or disciplinary probation or who is enrolled for fewer than three semester hours of credit at ASUMH may serve as an elected officer of a campus organization unless approved by the Associate Vice Chancellor of Student Affairs and the club sponsor. A cumulative grade point of 2.0 and a grade point average of 2.0 for the previous semester are pre-requisites to holding any office. All student organizations must have at least one faculty advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the Associate Vice Chancellor of Student Affairs. All student organization events must be scheduled with the Student Support Specialist.

Current Organizations at ASUMH

ASUMH Anglers Club
The purpose of the ASUMH Anglers Club is to bring students together to share fishing experiences and knowledge, plan events/tournaments, teach new members how to fish, participate in competitive fishing tournaments, volunteer in the community and on campus, and most importantly – go fishing.

Baptist Collegiate Ministry
The purpose of the Baptist Collegiate Ministry is to encourage fellowship for students in a Christian atmosphere; to encourage Bible study and the practice of its teachings; to organize students for service and ministry projects; to assist students to share their faith; to offer guidance as students face crisis and critical choices for their lives; and to train students for a life of leadership. BCM has an open membership policy, but the leadership is made up of growing Christian students. The organization is Christian in perspective. BCM provides for students to meet with those whose values and beliefs are the same. Through their common interests, they can develop their concerns for others, both on and off campus, and offer assistance. Students with a spiritual concern for others will be attracted to Baptist Collegiate Ministry.

New Hope
New Hope is a service organization through which college students can find a means of responsible student action in the communities and a more active involvement in the life of the campus. New Hope's mission is to involve college and university students in campus and community service while developing quality leaders and citizens. New Hope inspires people to better our world. Its motto is "We Build." New Hope provides constructive opportunities for students to become involved on campus and in the community through service work to others in need.

Criminal Justice Club
The Criminal Justice Club is open to anyone interested in learning more about and participating in the criminal justice systems. The purpose of the club is to promote job opportunities in the criminal justice program and to make known to the community the criminal justice program. The club provides a vehicle for community service in the many aspects of the criminal justice system and it provides a spirit of camaraderie among criminal justice students who share common interests and career goals.

Environment Science Club
The Environment Science Club of ASU Mountain Home (the Hellbenders) provides educational outreach to the campus and throughout local communities to increase understanding and appreciation of Arkansas stream systems as well as promoting environmental advocacy and stewardship.

Gay-Straight Alliance
The Gay-Straight Alliance of ASUMH brings together gay and straight allies to promote an environment free of homophobia on campus and in the community. Membership in the GSA shall be open to all students at ASUMH who are interested in promoting the goals of the Alliance and who have signed the Diversity Pledge and paid their dues.

Journalism Club
The Journalism Club provides the opportunity for students to develop new skills in creative writing, media, public relations, and advertising while following all ethical standards of accuracy and fairness within the journalism profession. The purpose of the Journalism Club shall be to further journalistic values and education outside the classroom, share experiences and knowledge, train and offer writing experience to members, volunteer in the community and on campus, and complete and issue a college digital and/or print publication.

Mortuary Science Club
The purpose of this organization is to promote job opportunities for students in the funeral science program, to make known to the community the funeral science program, its students, and its importance, to provide a vehicle for community service the many aspects of the funeral industry, to provide input to the administration on matters of interest and concern to the funeral science students, to seek scholarships and grants in the field of funeral science, and to provide a spirit of camaraderie among funeral science students who share common interests and career goals.

National Student Nurses' Association (ASUMH Chapter)
This is a national organization of nursing or pre-nursing students in any state-approved program preparing for registered nurse licensure. The primary purpose of the national organization and the local chapter is to promote nursing as a career. Additional areas of focus include legislative issues in health care and contributing to the health and well-being of our community through projects and programs.

Phi Beta Lambda (Future Business Leaders of America)
The purpose of Phi Beta Lambda (PBL) is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Phi Delta Kappa
The purpose of the undergraduate student organization of Phi Delta Kappa is to provide additional opportunities for undergraduate students in the field of education to develop vocational competencies for the teaching profession. Undergraduate students will interact with experienced members of the teaching profession to facilitate the transition from school to work by participating in meetings and projects of the local Phi Delta Kappa North Arkansas Twin Lakes Chapter 1458. Members of the organization must be students at ASUMH seeking certification as teachers.

Phi Theta Kappa
Phi Theta Kappa is an academic honors organization for students in two-year colleges. The purpose of the organization is the advancement of scholastic effort and the rewarding of academic merit among college students. Membership is by invitation in accordance with local chapter by-laws. To be considered, a student must have accumulated 12 semester hours with at least a 3.50 GPA.

Stream Team 820 - The Hellbenders
The Stream Team 820 provides information to increase understanding and appreciation of Arkansas stream systems. Volunteers receive training in water-quality monitoring and stream bank maintenance and restoration techniques. Specifically, the Hellbenders will be responsible for maintaining Dodd Creek on the ASUMH campus. Through mini-grants and fundraising, the Stream Team will help finance the restoration of riparian vegetation and help repair eroded stream banks. Long term objectives include collaborating with the Trout Resource Center to help create and maintain an interpretive nature trail along the banks of Dodd Creek and to continue promoting freshwater biology and water conservation to the larger community.

Student Ambassadors
The role of the student ambassadors at ASUMH is to assist the administration with promotion of the university, represent the student body at special events, and assist with the recruiting of students.

Student Activities Board (SAB)
The mission of the SAB is to deliver opportunities to provide quality engagement and entertainment to the ASUMH community of students. The SAB will provide opportunities for students to develop personal, professional and leadership skills through the planning and execution of a variety of activities and events.

Student Government Association
The Student Government Association represents student interests to secure an active role for students by providing input concerning official policies and priorities, to safeguard student rights, to promote student groups and organizations, and thereby promote student morale and interaction, and to serve as a campus-wide forum for the expression and exchange of student ideas and opinions.

Student Practical Nurses' Association
This organization is open only to Practical Nursing students. The primary purpose of the organization is to promote practical nursing and nursing as a career and to promote health and wellness in the community. Members participate in projects, fundraisers, and activities that support local organizations.

Art Club
Membership in this club, which takes its name from the German word meaning "spirit of the time," is open to current students of ASUMH with a GPA of 2.0 or above. The purpose of the organization is to create an opportunity for art and non-art students who are unable to join a class to express their artistic abilities because their degree does not allow the room or time. The club's purposes also include organizing trips to museums or art appreciation and understanding of art, promote professional development of the advancement of art, create a fundraiser for the benefit of those in need and create a forum to discuss art.

STUDENT INFORMATION

STUDENT GENERAL GRIEVANCE / COMPLAINT PROCESS

A student who needs to file a grievance should complete and submit a grievance form (found on page ~~43~~ 48) within 10 days of the grieved incident. This form should be printed and submitted to the Associate Vice Chancellor of Student Affairs, located on the 3rd floor of Roller Hall. When the form is received, the Associate Vice Chancellor of Student Affairs will distribute the grievance form to the appropriate supervisor or dean.

The supervisor or dean will consider the grievance and will respond to the student with a resolution within 5 days of receiving the grievance form.
If the supervisor/dean resolution fails to resolve the problem to the student's satisfaction, the student may request an appeal of the decision, which will be referred to the Student Grievance Appeal Committee for consideration.

Student General Grievance / Complaint Appeal Committee Composition:

Student Grievance Appeal Committee is a subcommittee of the Student Affairs Committee and consists of faculty, staff, and students.

Formal General Grievance / Complaint Appeal Process:

If a student wishes to request an appeal to a grievance decision, a formal request must be submitted in writing to the Office for Student Affairs within 3 (three) working days of receipt of the original supervisor/dean resolution. The committee will convene within 10 (ten) working days of receiving the student's request for consideration.

After review, the Student Grievance Appeal Committee may make one of three recommendations:

- Affirm the decision of the original resolution(s);
- Alter the original resolution(s).

The recommendation of the Student Grievance Appeal Committee shall be submitted to the Chancellor who shall accept, reject, or modify the recommendation of the committee within ten (10) working days of receipt of the report from the committee. The decision of the Chancellor is final.

ASUMH ALERT

ASUMH's emergency notification system, called ASUMH Alert, provides quick communication with students in the event of an emergency. The ASUMH Alert system will send messages to two email addresses and up to six phone numbers that students wish to provide. The ASUMH Alert System can also send a text message to a student's cell phone. Standard text messaging rates will apply.

FINANCIAL AID

It is the mission of the ASUMH Office of Scholarships and Financial Aid to provide assistance to obtain funding for all students to achieve their educational goals.

Financial aid may be in the form of loans, grants, scholarships, employment opportunities or a combination of any of these. The criteria listed below are used to determine student eligibility for Federal Financial Aid programs at ASUMH. Students must meet the following requirements:

1. Financial need as determined by the Free Application for Federal Student Aid (FAFSA) Need Analysis. Apply online at www.fafsa.gov
2. Admission as a regular student. Apply online at www.asumh.edu
3. Enrollment in a Financial Aid eligible associates degree or technical certificate program. View programs at www.asumh.edu/programs
4. Evidence of satisfactory academic progress according to the ASUMH Satisfactory Academic Progress Policy.
5. Completion of the ASUMH Financial Aid Data Form and other documents when necessary

A student is ineligible to receive financial assistance if the individual owes a refund to any of the federal student aid programs, is in default on a student loan, or does not meet the requirements under ASUMH's Satisfactory Academic Progress Policy.

For further information refer to the Financial Aid Section of the ASUMH catalog.

COMMENCEMENT / GRADUATION

Students should file an Intent to Graduate Form with the Commencement Coordinator during the semester **prior to** the expected date of graduation. Following the filing of this form, the commencement coordinator will evaluate the degree requirements and contact the student with commencement information. For information related to commencement, contact the Commencement Coordinator in Roller Hall R322 or by phone at (870) 508-6181, or email at cturner@asumh.edu.

IDENTIFICATION CARDS

Student identification cards are issued in the Norma Wood Library on the 1st floor of Roller Hall.

PARKING

Free parking is available to everyone. There is no paid or assigned parking. Handicapped parking is available. Unauthorized vehicles parked in a handicapped space will be towed. Bicycle racks are located at Roller Hall, behind Integrity First Hall, and at The Vada Sheid Community Development Center.

SCHOOL HOURS

Specific class times are set at the time of registration. Administrative offices are normally open Monday through Friday, 8:00 a.m. – 5:00 p.m., excluding holidays and special events. Class schedules and academic calendars are available in the Office of Admissions, Office of Financial Aid, and on the ASUMH website, www.asumh.edu

SECURITY

ASUMH Public Safety Department strives to provide a safe and secure environment for students, faculty, staff, and guests. The ASUMH Public Safety Department is partnered with the community and law enforcement agencies to ensure it maintains one of the safest campuses in the nation. Safety and crime prevention on the ASUMH campus is everyone's responsibility. Students, faculty, staff, and guests are encouraged to report crimes or suspicious activity to the ASUMH Public Safety Department, Mountain Home Police Department, and/or the ASUMH Vice Chancellor of Operations.

Some of the services provided include the following:

- security escorts - a public safety officer can provide an escort while on campus or to and from vehicles.
- vehicle jump starts
- assistance during inclement weather - during severe weather the public safety department will monitor the weather and broadcast emergencies via the campus communication system

Public Safety Officers are on campus from 7:00 a.m. to 11:30 p.m. during spring and fall semesters and 7:00 a.m. to 8:30 p.m. during summer.

ASUMH Public Safety Department contact information:

From a campus phone:	extension 300 or dial 9-911
Off campus phone:	(870) 508-6300 or dial 911
Email:	security@asumh.edu

STUDENT MESSAGES

The University does not provide a paper message service for students. Paper messages will only be delivered in cases of emergency. In the event of an emergency, calls or messages should be directed to the Office of Admission. Callers will be required to state the nature of the emergency. The University will attempt to deliver messages at the time of the call. However, if the student is not in class at that time, the University will not be held responsible for delivery of the message.

JIM AND JILL GASTON LECTURE SERIES

The Gaston Lectures are open to students and the community free of charge. Lectures are held each fall and spring semester. For information about upcoming lectures, contact the Office of Communications and Institutional Development at (870) 508-6214.

THE ARVEST BANK CONCERT SERIES

The concert series is open to students and the public at no charge. Concerts are held each fall and spring semester. For information about upcoming concerts, contact the Office of Communications and Institutional Development at (870) 508-6214.

TECHNOLOGY RECOMMENDATIONS AND ACCESS

Help desk services are available in the ASUMH portal under the "IT Support" icon or by phone at (870) 508-6223.

The recommended browser for ASUMH students is Mozilla Firefox or Google Chrome.

The following are minimal hardware recommendations for ASUMH students:

- PC System:
  - Minimum windows 10 (64 bit)
  - I5 processor or higher
  - 8 gigabytes (8GB) of ram minimum
- Mac System:
  - Sierra 10.2 or higher
  - Core Duo 1.83GHz or faster processor
  - 4 gigabytes (4GB) of ram

Every student is given access to two (2) free downloads of the Microsoft Office software through the ASUMH portal. Certain degree programs also allow free access to Adobe Software downloads. Students may access available software by clicking the "Student Software" icon located in the ASUMH Portal.

STUDENT SERVICES

STUDENT USE OF FACILITIES

ASUMH facilities are made available to recognized student organizations when scheduling permits. In order to be a recognized organization, groups must be listed in the Student Handbook or hold a letter of approval from the Associate Vice Chancellor of Student Affairs.

ASUMH reserves the right to refuse use of its facilities to any group or individual if deemed in the best interest of the institution. The University also retains the right to cancel any contract for noncompliance by written notice to the contractor. All events must have prior approval of the Vice Chancellor of Operations. Events requiring use of ASUMH facilities must be scheduled with the Office of Administrative Affairs.

ACADEMIC ADVISEMENT

The Arkansas State University – Mountain Home academic advising mission is to create a partnership between students and advisors that empowers students to define, plan, and achieve their academic goals, promote career readiness, personal and civic responsibility, and lifelong learning. Faculty advisors also direct students to information relating to financial aid, testing, and other academic programs. Advising is a continuous and consistent development between advisor and advisee that focuses not just on the upcoming class schedule but the whole student. Both advisors and students play an active role in the process. When everyone in the process is responsible, the student is more likely to have a successful and meaningful college experience; however, students are ultimately responsible for managing their own academic programs.

BOOKSTORE

The ASUMH Bookstore is located on the second floor of Roller Hall. In addition to providing required textbooks both new and used, the bookstore also provides college clothing, supplies, gifts, and refreshments. Regular hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Fridays. For additional information, call (870) 508-6114.

CAREER COUNSELING

It is the mission of ASUMH Career Placement Office to provide guidance and tools that allow students to explore, clarify, establish, and prepare for their preferred path of study while assisting with successful entry into their selected career.

Career counseling is available to help students identify occupational options which best match their aptitudes and interests. A variety of tools and inventories is available to help students learn more about themselves, as well as about the world of work and specific occupations. Students are encouraged to visit the Career Placement Coordinator at any time: The Career Placement Coordinator is located in Roller Hall, Room R314 and can be reached at (870) 508-6278 or gtruell@asumh.edu.

TESTING SERVICES

Services for tests and testing programs are available in the ASUMH Testing Center. All tests are conducted with authorizations and acknowledgements of all partnering organizations, corporations, and testing institutions. Any individual testing will be under constant visual monitoring by testing center supervision or through video and audio surveillance equipment. The testing center is located in Roller Hall Room R201 and can be reached at (870) 508-6209 or testing center@asumh.edu.

FOOD SERVICES

Vending machines are located on the 2nd of Roller Hall and the 3rd floor stairwell of Gotaas Hall. Food items are also available in the bookstore on the 2nd floor of Roller Hall.

COMPUTER ACCESS

Various locations on campus offer free computer and internet access space:

- Norma Wood Library
- Gaston Lobby

MEETING AND STUDY ROOMS

Various locations on campus offer space for students to hold meetings or study groups:

- Student Veterans have access to the Veteran Center located on the 2nd floor of Roller Hall
- Norma Wood Library Conference Rooms

LEISURE SPACES

Various locations on campus offer space for students to relax and socialize:

- Gaston Lobby located on the 2nd floor of Roller Hall *
- Hurd Student Center located on the 2nd floor of Roller Hall *
- Pattee Plaza located outside the Hurd Student Center
- Lobbies of Dryer, McClain, Integrity First, and Gotaas Halls
- Integrity First 3rd Floor *

**Electronic charging stations are available*

FITNESS CENTER

The fitness center is located in the lower level of Integrity First Hall. All current ASUMH students have access to the Fitness Center. Student access hours may vary by semester, depending on the scheduling of classes. Student hours will be emailed at the beginning of each semester and posted on the door outside of the Fitness Center. Students must check in with the attendant on duty at each visit. At the initial visit, they must provide a current ASUMH ID and sign a PAR-Q waiver.

DISABILITY SERVICES

Students with disabilities should contact the ADA Coordinator before attending class. Students with disabilities may reach the ADA Coordinator on the 3rd floor of Roller Hall Room R314, or by calling (870)508-6278. The ADA Coordinator is responsible for making arrangements for reasonable accommodations for students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

PHYSICAL AND MENTAL HEALTH SERVICES

ASUMH does not offer health services on campus, but there are resources in the community that students may consult if these services are needed. ASUMH staff is available to listen and assist students with concerns regarding college-related issues. Referrals are made to appropriate agencies when warranted.

- Baxter County Health Unit, Hospital Grounds, Mountain Home (870) 425-3072
- Families Inc., 700 South Main, Mountain Home (870) 425-1041

NORMA WOOD LIBRARY

Occupying the 1nd floor of Roller Hall, the Norma Wood Library houses an open-shelf collection that includes reference and circulating books, videos, DVDs, journals and newspapers. Twenty-five (25) public-access computers support Internet access, word processing, spreadsheet, and database applications. Online services offer students access to full-text journal articles and eBooks, streaming educational video, test preparation materials and more.

Library personnel will gladly offer one-on-one training as well as group instruction. If students need help finding library resources, -- physical or digital -- the library staff is happy to assist in person, either online, or by telephone at (870)508-6112.

Student identification cards are made in the library. During the spring and fall semesters, library hours are Monday through Thursday 8:00 a.m. – 8:00 p.m. and Friday 8:00 a.m. – 5:00 p.m. During the summer sessions and when classes are not in session, library hours are Monday through Friday 8:00 a.m. - 5:00 p.m. The library is closed on Saturday and Sunday.

The library conference rooms may be used by university employees and students or guests accompanied by an employee or student for school or non-commercial purposes. They may also be used by off-campus organizations for non-commercial purposes. However, the library conference rooms may *only* be reserved by employees or students. Otherwise, the rooms may be used on a first-come, first-served basis for approved purposes.

Rooms may not be reserved more than 90 days prior to the event and must be reserved at least one (1) day prior to event.

TUTORING - THE SCHLIEMANN LEARNING CENTER & ASUMH WRITING CENTER

The Schliemann Learning Center is a resource center that offers free tutoring or other assistance necessary for students to succeed in their academic studies. Computers are available and may be used whether or not a student is using tutoring services. The Schliemann Learning Center does not offer printing. Printing is available at the Norma Wood Library. The tutoring center is located on the 2nd floor of Dryer Hall Room D208.

The ASUMH English Department also staffs the ASUMH Writing Lab to assist students with additional support and assistance. It is supplied with four computers for student use when working on writing projects, either for composition classes or other courses. Students are encouraged to utilize the Writing Center for one-on-one tutoring for course writing projects. The ASUMH Writing Lab is located on the 2nd floor of Dryer Hall Room D205.

STUDENT AFFAIRS MISSIONS STATEMENTS

Mission Statement—Student Affairs

In support of the ASUMH vision and mission, and in partnership with all campus departments, ASUMH Student Affairs provides support and services for students, enabling them to gain access to opportunities and to succeed in their educational, social, career, and personal goals.

Mission Statement—Registrar's Office

The Registrar's Office supports the university's mission to ensure the accuracy and integrity of academic records; efficient, effective service; and prompt, accurate response to academic questions in an environment of respect and professionalism.

Mission Statement—Student Support Services

It is the mission of ASUMH Student Support Services to offer quality services, resources, and programming that foster character development, student engagement, and academic excellence.

Mission Statement—Career Placement

It is the mission of ASUMH Career Placement Office to provide guidance and tools that allow students to explore, clarify, establish, and prepare for their preferred path of study while assisting with successful entry into their selected career.

Mission Statement—Admissions

It is the mission of the ASUMH Office of Admissions to assist potential students through the process of admission, and provide prompt, courteous, and knowledgeable service throughout their experience at ASUMH.

Mission Statement—Office of Scholarships and Financial Aid

It is the mission of the ASUMH Office of Scholarships and Financial Aid to provide assistance to obtain funding for all students to achieve their educational goals.

Mission Statement—Recruiting

It is the mission of the ASUMH Recruiting Office to promote higher education to the community and to guide potential students of all ages toward the opportunity to achieve their academic goals.

Mission Statement—Testing Center

The ASUMH Testing Center seeks to provide high quality testing services to our students, alumni, professionals, and fellow citizens in North Central Arkansas. We will maintain a professional, accessible, positive, and secure

testing environment allowing our clients to perform to the best of their abilities. We adhere to all standards and guidelines set forth by the National College Testing Association.

Mission Statement—Career Coach

It is the mission of ASUMH Career Coach to provide resources and support while guiding students through the process of college and career explorations.

Student Grievance Procedure

College students are entitled to an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any college-related problems. Arkansas State University-Mountain Home has procedures for addressing written student complaints and is proactive with respect to student concerns.

Students are encouraged to resolve college-related problems through the informal and formal grievance process. See the general steps below for resolving an issue. Please consult the ASU-Mountain Home Student Handbook for more details on filing formal academic and non-academic grievances.

In addition to the formal grievance procedures, any written complaint, submitted via the electronic Student Complaint form; will be accepted and acted upon as long as it contains the student's name, contact information, a general description of the grievance and expected outcome. The resolution of grievances can be conducted with students in person, through phone or online via ASU-Mountain Home email.

Note: The Student Complaint Form and process is not to bypass the formal grievance processes for academic and non-academic issues.

CLICK HERE to access the student complaint form.

If the grievance is not resolved after exhausting ASUMH's grievance procedure, students may file a complaint with the Arkansas Department of Higher Education (ADHE). Students who wish to file a complaint should review the contact information listed below. These agencies usually require the student to exhaust the institution's internal complaint processes prior to filing a complaint or grievance.

Arkansas Department of Higher Education (ADHE) An out-of-state student may report an unresolved grievance (**except for those related to grades or student conduct)** by contacting ADHE. The student grievance web form may be accessed at: https://www.adhe.edu/students-parents/colleges-universites/student-grievance-form/

ADHE is Arkansas' state portal agency for the National Council for State Authorization Reciprocity Agreements (NC-SARA) and is responsible for the final resolution of student complaints against Arkansas institutions. If a complaint is received from an ASUN student located outside of Arkansas, in accordance with the SARA complaint resolution process, ADHE will notify the SARA portal entity of the state in which the complaining student is located. For a list of NC-SARA portal entity contacts, visit https://www.nc-sara.org/content/state-portal-entity-contacts

STUDENT GRIEVANCE FORM

PLEASE PRINT OR TYPE:

Your Name: _____

Phone: _____ Address: _____

Email: _____

GRIEVANCE ALLEGED AGAINST:

Name of person against whom you have a grievance: _____

Time & date of grieved incident: _____

Check a box below to identify the category related to the person against whom you have a grievance:

☐ ASUMH Instructor ☐ ASUMH Employee ☐ ASUMH Student

DESCRIBE IN DETAIL THE GRIEVED INCIDENT:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

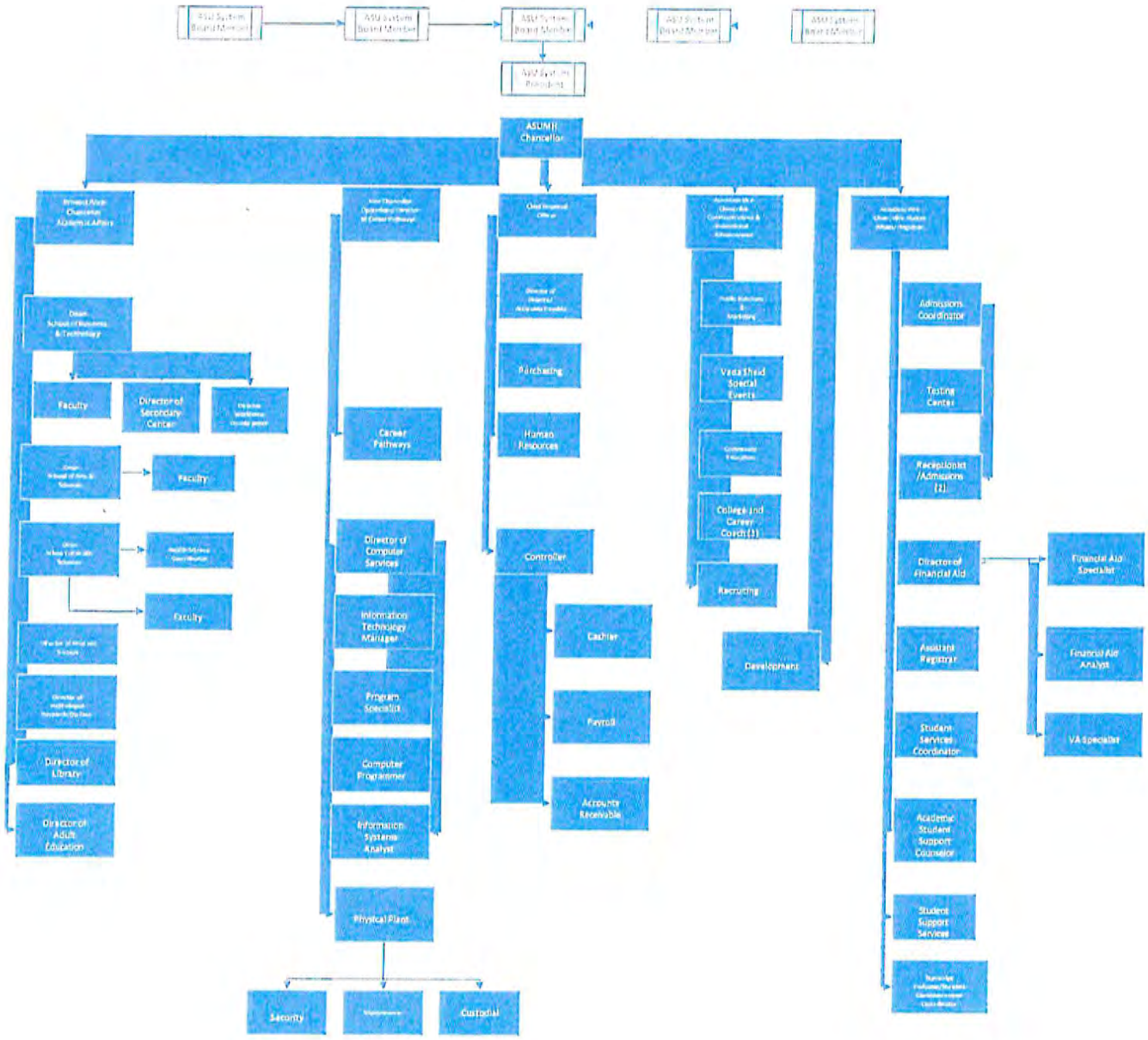
PLEASE SIGN AND DATE

Your Signature: _____ Date: _____

----------**BELOW THIS LINE FOR ADMINISTRATIVE USE ONLY**----------

Date received: _____

Supervisor or dean to whom it was referred: _____

Signature VC for Students: _____

ASUMH ORGANIZATIONAL CHART